



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 5214.3D
AS

0 4 SEP 2001

NAVENVIRHLTHCEN INSTRUCTION 5214.3D

Subj: REQUIRED RECURRING REPORTS

Encl: (1) NAVENVIRHLTHCEN Reporting Requirements

1. Purpose. To publish a list of the reports routinely required from the Navy Environmental Health Center (NAVENVIRHLTHCEN), Field Activities and Detachment.
2. Cancellation. NAVENVIRHLTHCENINST 5214.3C.
3. Information. NAVENVIRHLTHCEN, Field Activities and Detachment are required to submit recurring reports to NAVENVIRHLTHCEN, the Bureau of Medicine and Surgery (BUMED), or other higher authority. By listing all recurring requirements, we can coordinate these reports and eliminate redundant efforts. Modifications to reporting requirements will be published in the form of change transmittals.
4. Action. NAVENVIRHLTHCEN, Field Activities and Detachment will become familiar with enclosure (1) and submit all pertinent reports and information items as delineated. Unless indicated as "via" or "copy" all reports will be forwarded directly to NAVENVIRHLTHCEN.

D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)

List I (All NAVENVIRHTLHCEN Personnel)

VI (NAVENPVNTMEDU's)

VII (NAVDISVECTECOLCONCEN's)

VIII (NAVENVIRHTLHCEN DET)

IX (NAVDRUGLAB's)

Annual/ NEHC

<i>Name of Report</i>	<i>Requirement</i>	<i>Activity</i>	<i>Dir</i>	<i>Due NLT Date</i>	<i>Authority</i>
DOD(HA) Budget Request	NEHCINST 7000.1F	All	RM	As required	NAVEVIRHLTHCEN
Summary of Proposed Information Collection, In-Country Visits, and Profile Developments for the Next Fiscal Year	NEHCINST 6600.2	DVECC	PM	15 Sept	NAVEVIRHLTHCEN

Annual/Higher Authority

<i>Name of Report</i>	<i>Requirement</i>	<i>Activity</i>	<i>Dir</i>	<i>Due NLT Date</i>	<i>Authority</i>
Annual Inspection Summary (Rec'd from all Activities with Class II Real Property Maintenance)	NAVMED PUB-5132	All	RM	15 Dec	Higher Authority
CA Inventory	OPNAVINST 4860.7C	All	RM	Annual	Higher Authority
Command History	OPNAVINST 5750	All	CS	15 Apr	Higher Authority
Expense Equipment Program Requirements	NAVMEDLOGCOM ltr 6700/1 Ser 035F/0162-00	NEPMUs & DVECCS	RM	1 Apr	Higher Authority
Freedom of Information Act	SECNAVINST 5720.42E	All	CS	15 Sep	Higher Authority
Individual Financial Disclosure Report SF450	DOD Directive 5500.7R	All	CS	1 Nov	Higher Authority
Navy Civilian Occupational Injuries and Illnesses	OPNAVINST 5102.8	All	AS	30 Oct, 30 Apr	Higher Authority
Other Procurement, Apportionment Year Budget	NAVMED PUB-5132	All	RM	15 Dec	Higher Authority
Other Procurement, POM Year Budget	NAVMED PUB-5132	All	RM	1 Mar	Higher Authority

Annual/Higher Authority

<i>Name of Report</i>	<i>Requirement</i>	<i>Activity</i>	<i>Dir</i>	<i>Due NLT Date</i>	<i>Authority</i>
PRT Annual Summary	OPNAVINST 6110.1F	All	PM	30 Sept	Higher Authority
VECTRAPS	BUMEDINST 5450.157	DVECCs	PM	31 Aug	Higher Authority

Monthly/NEHC

<i>Name of Report</i>	<i>Requirement</i>	<i>Activity</i>	<i>Dir</i>	<i>Due NLT Date</i>	<i>Authority</i>
Active Document Feedback Report	HSO Electronic	All	RM	10th	NAVENVIRHLTHCEN
Drug Testing Report	NEHC Drug Testing SOP	NDSLs	CS	10th	NAVENVIRHLTHCEN
Financial Status report	NEHC INST 7000.1F	All	RM	5th	NAVENVIRHLTHCEN
Monthly Civilian on Board by SAG	NEHC INST 7000.1F	All	RM	5th	NAVENVIRHLTHCEN
Monthly Civilian on Board Financial Mgmt Flash/Accounting Reconciliation	NEHC INST 7000.1F	All	RM	20th	NAVENVIRHLTHCEN
ODCR & EDVR Reports	Tri HSO website	All	RM	Upon receipt	NAVENVIRHLTHCEN
Prior Year Obligation Review	NEHC INST 7000.1F	All	RM	16th	NAVENVIRHLTHCEN
Situation Report	NEHC Drug Testing SOP	NDSLs	CS/DL	10th	NAVENVIRHLTHCEN

Quarterly/Higher Authority

<i>Name of Report</i>	<i>Requirement</i>	<i>Activity</i>	<i>Dir</i>	<i>Due NLT Date</i>	<i>Authority</i>
Criminal Activity Report	OJAG	All	CS	3rd of Jan, Apr, Jul, Oct	Higher Authority
Fleet Liaison Report	BUMEDINST 6440.6	NEPMU/DVECC	PO	NA	Higher Authority

Quarterly/NEHC

<i>Name of Report</i>	<i>Requirement</i>	<i>Activity</i>	<i>Dir</i>	<i>Due NLT Date</i>	<i>Authority</i>
Review of Obligations	HSO Electronic Request	All	RM	10 of Jan, Apr, Jul, Oct	NAVENVIRHLTHCEN
Staff Roster (Military & Civilian include Name, Rank/Rate, Job Title, and Listing of Key Personnel with Address, Home Phone, and Pager		All	CS/PO	1st of Jan, Apr, Jul, Oct	NAVENVIRHLTHCEN

SemiAnnual/NEHC

<i>Name of Report</i>	<i>Requirement</i>	<i>Activity</i>	<i>Dir</i>	<i>Due NLT Date</i>	<i>Authority</i>
Active Midyear Review	NEHC INST 7000.1F	All	RM	As directed	NAVENVIRHLTHCEN

Situational/Higher Authority

<i>Name of Report</i>	<i>Requirement</i>	<i>Activity</i>	<i>Dir</i>	<i>Due NLT Date</i>	<i>Authority</i>
Pest Control Applicator Certification/Recertification	OPNAVINST 6250.4A & DOD INST 4150.7	All	PM	When required	Higher Authority

Situational/NEHC

<i>Name of Report</i>	<i>Requirement</i>	<i>Activity</i>	<i>Dir</i>	<i>Due NLT Date</i>	<i>Authority</i>
INST & Notes	NEHC 5216.F	All	AS	As put into effect	NAVENVIRHLTHCEN
Result Reversal Report Form	DOD INST 1010.1	NDSLs	CS/DL	When required	NAVENVIRHLTHCEN

Triennial/Higher Authority

<i>Name of Report</i>	<i>Requirement</i>	<i>Activity</i>	<i>Dir</i>	<i>Due NLT Date</i>	<i>Authority</i>
Plant and Minor Property Inventory	NAVMED PUB-5132	All	RM	1 Jul-31 Mar	Higher Authority